

INTERNSHIP

ECONOMIC AND LONG RANGE PLANNING

10 MONTHS

20-30 HOURS PER WEEK

\$15 PER HOUR

Must be affiliated with an accredited college or university in a formal internship program.

Duties:

- Conduct field work on existing conditions of key commercial, office, industrial residential and mixed use corridors. Tasks will include inventorying asset data with an iPad, taking photos, and creating maps in GIS;
- Review building permit records to build a comprehensive building footprint age database for commercial and industrial structures;
- Work with city staff to establish Buildable Land Inventory methodology and then execute the model;
- Conduct research on historic properties across the city. Build comprehensive historic properties database in GIS;
- Identify and analyze vacant commercial parcels and survey property and business owners regarding potential future and temporary uses;

Desired qualifications:

- Basic understanding of planning theory and principles;
- Working knowledge of GIS;
- Proficient with Excel spreadsheets;
- Experience conducting land use inventories and documenting existing conditions;
- Experience writing, administering and analyzing surveys;
- Professional customer service;
- Knowledge of ESRI GIS Extensions Network Analyst, Spatial Analyst, ModelBuilder a plus;
- Basic knowledge on utilization of LIDAR data a plus;
- Bachelor's degree in urban planning, economics, business, or other relevant field required.

Apply with a City of Beaverton application form and resume to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov. Open Until Filled.